4955 Surge Custodial Duties

Daily:

1) Clean and prepare restrooms – sweep & mop, fixtures, check soap and paper dispensers
2) Clean drinking fountains (water dispensers are not included, vendor owned/responsible)
3) Dust mop hall ways, labs and offices
4) Empty trash/recycling in all rooms and take out to dumpsters
5) Wet mop/floor machine hard surface floors
6) Vacuum entry rugs

Weekly: (or more often if needed)

1) Dust window sills in building and clean tables.
   (Refer to personal items located on bottom of list)
2) Dust bathrooms, stalls, dispensers, vents and walls

Other Things to Be Done:

1) Sweep cluttered areas where dust mop is unable to do an efficient job due space limitations.
2) Vacuum in corners, edges and around furniture, don’t let dirt or cobwebs accumulate on floor or along the ceilings.
3) Clean door knob & plates, and light switches
4) Entry window glass should be washed and kept clean.
5) Other dusting as needed including cobwebs
   (Refer to personal items located on bottom of list)
6) Microfiber cleaning product care
7) Notifying B&P office all building maintenance needed items
8) Special jobs may require cooperation with the other custodians.
9) Floors should be stripped, waxed as needed and buffed
10) Carpet Maintenance
11) Outside entrances (front and rear entries) cigarette cans emptied, snow removed and ice-melt applied.

12) Coordination with personnel in the offices will be necessary. Some areas may require special times or special instructions

- All items may be done more often than listed but not less than listed.
- “Custodial Cleaning Standard” should also be reference.
- Personal items will not be cleaned, also the surfaces directly around and under them. Faculty/Staff may make special arrangements with Custodial Staff to get areas cleaned once they move personal items.